

## GENERAL GOVERNMENT

The General Government Department provides support for the City Council and, through the City Manager, oversees the day-to-day management of City operations.

Departments overseen by the City Manager and Deputy City Manager are Police, Public Works, Library, Recreation, Housing and Community Development, and Communications. Internal service divisions in this department provide service to all City departments. These divisions are Finance, City Clerk, Legal Services, Legislative, Human Resources, Information Services and General Management. This year the position of City Clerk has been restored as a separate position.

**LEGISLATIVE** – Responsible for City Council expenses and activities.

**GENERAL MANAGEMENT** – Includes the city management, community and government liaison, staff assistance and procurement activities of the office of the City Manager.

**FINANCE** – Responsible for accounts receivable, accounts payable, payroll, investment management, grants management and audit.

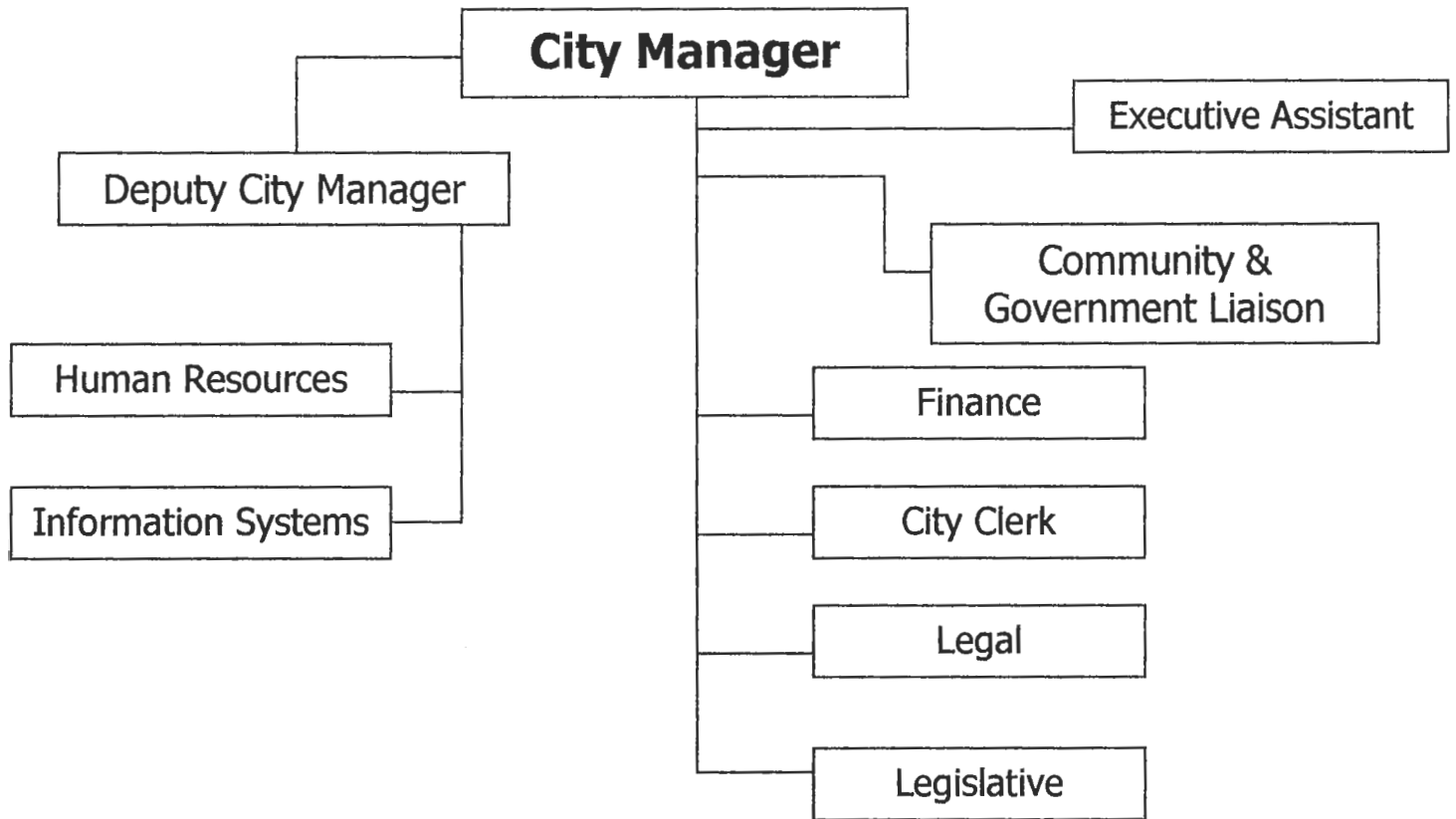
**CITY CLERK** – Responsible for managing the preparation of Council meeting agenda and materials; recording Council minutes; managing and protecting official City records; serving as elections administrator for all City elections; providing a variety of general administrative services; and providing direct service to citizens regarding City policies; procedures and records.

**LEGAL SERVICES** – The City Attorney is appointed by the City Council and serves as the primary legal advisor to the City Council, the City Manager, City staff, and City boards and commissions; represents the City in litigation and hearings; and prosecutes violations of the City Code. Legal services are provided under agreement with the Law Offices of Silber & Perlman, PA.

**HUMAN RESOURCES** – Responsible for developing and recommending personnel policy; compiling and publishing personnel regulations; and administering the City's organizational development, personnel management, training and risk management programs.

**INFORMATION SYSTEMS** – Responsible for the proper maintenance and operation of all City operated information system resources, including computers, peripherals, and telephone and voice-mail systems.

# General Government



**FY 2006 BUDGET SUMMARY - GENERAL GOVERNMENT**

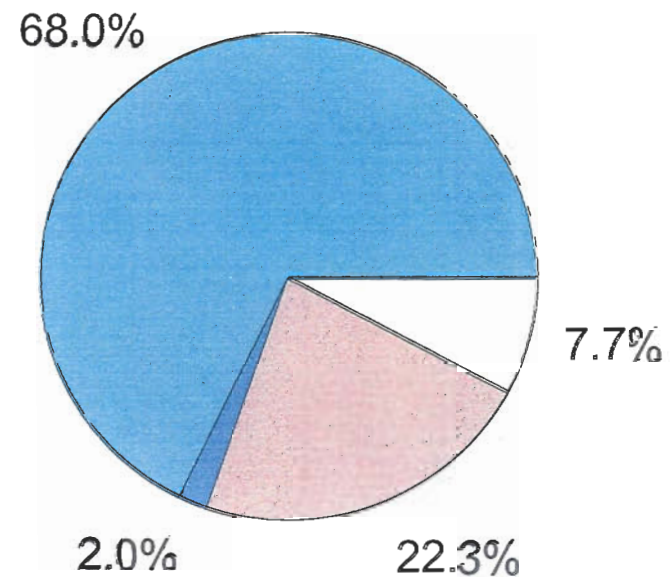
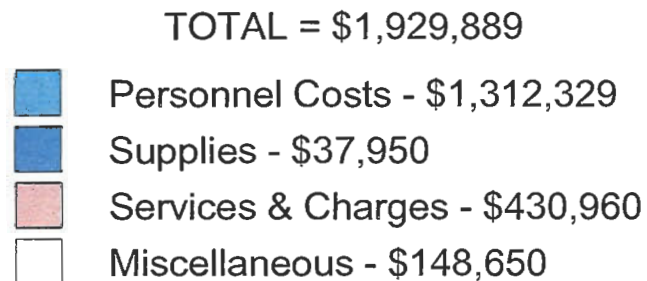
| <u>Division</u>            | <u>Audited<br/>FY03</u> | <u>Audited<br/>FY04</u> | <u>Budgeted<br/>FY05</u> | <u>Estimated<br/>FY05</u> | <u>Budgeted<br/>FY06</u> |
|----------------------------|-------------------------|-------------------------|--------------------------|---------------------------|--------------------------|
| <b>Legislative</b>         |                         |                         |                          |                           |                          |
| Personnel Costs            | 30,123                  | 41,126                  | 41,500                   | 46,881                    | 47,500                   |
| Supplies                   | 0                       | 0                       | 0                        | 0                         | 0                        |
| Services and Charges       | 0                       | 313                     | 350                      | 350                       | 400                      |
| Miscellaneous              | 27,463                  | 55,801                  | 31,500                   | 22,000                    | 48,500                   |
| Total--Legislative         | 57,586                  | 97,240                  | 73,350                   | 69,231                    | 96,400                   |
| <b>General Management</b>  |                         |                         |                          |                           |                          |
| Personnel Costs            | 750,052                 | 902,174                 | 593,858                  | 650,998                   | 576,232                  |
| Supplies                   | 16,892                  | 17,485                  | 11,275                   | 7,196                     | 15,000                   |
| Services and Charges       | 67,973                  | 116,528                 | 30,375                   | 30,640                    | 77,500                   |
| Miscellaneous              | 89,145                  | 56,398                  | 69,000                   | 50,100                    | 65,500                   |
| Total--General Management  | 924,062                 | 1,092,585               | 704,508                  | 738,934                   | 734,232                  |
| <b>Finance</b>             |                         |                         |                          |                           |                          |
| Personnel Costs            | 246,168                 | 240,591                 | 393,574                  | 414,041                   | 281,720                  |
| Supplies                   | 25,936                  | 8,572                   | 15,535                   | 11,785                    | 11,000                   |
| Services and Charges       | 66,705                  | 79,907                  | 95,545                   | 132,655                   | 100,630                  |
| Miscellaneous              | 5,156                   | 52,082                  | 33,300                   | 9,300                     | 13,000                   |
| Total--Finance             | 343,965                 | 381,152                 | 537,954                  | 567,781                   | 406,350                  |
| <b>Legal</b>               |                         |                         |                          |                           |                          |
| Personnel Costs            | 0                       | 0                       | 0                        | 0                         | 0                        |
| Supplies                   | 0                       | 0                       | 0                        | 0                         | 0                        |
| Services and Charges       | 253,526                 | 215,532                 | 125,000                  | 185,100                   | 162,000                  |
| Miscellaneous              | 0                       | 0                       | 0                        | 0                         | 2,150                    |
| Total--Legal               | 253,526                 | 215,532                 | 125,000                  | 185,100                   | 164,150                  |
| <b>Information Systems</b> |                         |                         |                          |                           |                          |
| Personnel Costs            | 115,190                 | 143,795                 | 145,012                  | 155,980                   | 168,266                  |
| Supplies                   | 3,052                   | 10,353                  | 4,000                    | 4,000                     | 4,100                    |
| Services and Charges       | 126,477                 | 76,832                  | 47,600                   | 51,600                    | 60,800                   |
| Miscellaneous              | 3,631                   | 10,379                  | 5,000                    | 6,600                     | 5,000                    |
| Total--Information Systems | 248,350                 | 241,359                 | 201,612                  | 218,180                   | 238,166                  |
| <b>Human Resources</b>     |                         |                         |                          |                           |                          |
| Personnel Costs            | 0                       | 0                       | 101,015                  | 94,460                    | 92,772                   |
| Supplies                   | 0                       | 0                       | 3,690                    | 1,300                     | 2,700                    |
| Services and Charges       | 0                       | 0                       | 6,570                    | 5,440                     | 12,660                   |
| Miscellaneous              | 0                       | 0                       | 12,750                   | 11,910                    | 5,550                    |
| Total--Human Resources     | 0                       | 0                       | 124,025                  | 113,110                   | 113,682                  |

# FY 2006 BUDGET SUMMARY - GENERAL GOVERNMENT

| <u>Division</u>                  | <u>Audited<br/>FY03</u> | <u>Preliminary<br/>Audited<br/>FY04</u> | <u>Budgeted<br/>FY05</u> | <u>Estimated<br/>FY05</u> | <u>Budgeted<br/>FY06</u> |
|----------------------------------|-------------------------|---|--------------------------|---------------------------|--------------------------|
| <b>City Clerk</b>                |                         |   |                          |                           |                          |
| Personnel Costs                  | 0                       | 0                                       | 0                        | 0                         | 145,839                  |
| Supplies                         | 0                       | 0                                       | 0                        | 0                         | 5,150                    |
| Services and Charges             | 0                       | 0                                       | 0                        | 0                         | 16,970                   |
| Miscellaneous                    | 0                       | 0                                       | 0                        | 0                         | 8,950                    |
| Total--City Clerk                | 0                       | 0                                       | 0                        | 0                         | 176,909                  |
| <b>TOTAL--GENERAL GOVERNMENT</b> | <b>1,827,489</b>        | <b>2,027,868</b>                        | <b>1,766,449</b>         | <b>1,892,336</b>          | <b>1,929,889</b>         |

# FY 06 Budget

## General Government By Cost Center



# FY 06 Budget

## General Government By Division

TOTAL = \$1,929,889

|  |                                 |
|--|---------------------------------|
|  | Legislative - \$96,400          |
|  | General Management - \$734,232  |
|  | Finance - \$406,350             |
|  | Legal - \$164,150               |
|  | Information Systems - \$234,166 |
|  | Human Resources - \$113,682     |
|  | City Clerk - \$ 176,909         |

